

# Apollo Fee Based Programs

Parent Handbook

**2023-2024**



## Apollo Center

2029 North Milford Road  
Highland, MI 48357

**UPDATED November 2023**

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## **INTRODUCTION**

### **WELCOME**

Welcome to the Huron Valley Schools fee based programs at Apollo Center. We are self-sustaining through child care fee collection and are licensed through the State of Michigan Department of Licensing and Regulatory Affairs.

### **PROGRAM GOALS AND OBJECTIVES**

- To provide a safe and inviting learning environment.
- To communicate openly with parents and children.
- To recruit, hire and train qualified professionals.
- To provide developmentally appropriate experiences for children.

### **EARLY CHILDHOOD OFFICE HOURS AND LOCATION**

Apollo child care is open from 6:30 a.m. to 6:00 p.m., Monday-Friday. Children may be combined in classrooms during the early morning or afternoon hours if needed to accommodate staff to child ratio standards as outlined by the State of Michigan Licensing Division.

The early childhood main office hours are from 7:30 a.m. to 4:00 p.m. Monday - Friday. The office is located at 2029 N. Milford Rd, Highland MI. 48357 and is open year round. The office will be closed when the Huron Valley School District is closed due to weather or building related concerns. For further information, call 248-684-8040 or visit [www.hvs.org/o/apollo-center](http://www.hvs.org/o/apollo-center).

The office will be closed Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, New Years Eve and New Years Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, and July 4<sup>th</sup>.

### **CENTER CLOSINGS**

- Apollo Center will be closed when Huron Valley Schools is closed due to inclement weather.
- Child Care is open year round with the exception of a few holidays. See our website and principal's newsletters for specific dates.
- Fee based preschool closely follows the HVS calendar with a few exceptions. See our website and teacher's newsletters for more information.

## CONTACTS

**Director of Early Childhood (All Apollo Programs, School Age Care & Summer Experience)**

Jennifer Kidd: [Jennifer.Kidd@hvs.org](mailto:Jennifer.Kidd@hvs.org)

**Early Childhood Supervisor (School Age Care, Summer Experience & Fee Based Preschool)**

Lynn McKim: [Lynn.McKim@hvs.org](mailto:Lynn.McKim@hvs.org)

**Early Childhood Programmer (Child Care)** Jordan Bishop: 248-684-8243;

[Jordan.Bishop@hvs.org](mailto:Jordan.Bishop@hvs.org)

**Infant Room #63 (0-12 months)** Stacey Trout: 248-684-8245 (Press #2); [Stacey.Trout@hvs.org](mailto:Stacey.Trout@hvs.org)

**Toddler Room #62 (13-24 months)** Desiree Dobbins: 248-684-8245 (Press #3);

[Desiree.Dobbins@hvs.org](mailto:Desiree.Dobbins@hvs.org)

**Toddler Room #61 (25-36 months)** Laura Hensley: 248-684-8245 (Press #4);

[Laura.Hensley@hvs.org](mailto:Laura.Hensley@hvs.org)

**3 Year Old Child Care Preschool** Alivia Grunwald: 248-684-8245 (Press #5);

[Alivia.Grunwald@hvs.org](mailto:Alivia.Grunwald@hvs.org)

**4 Year Old Child Care Preschool** Hattie Thomason: 248-684-8245 (Press #6);

[Hattie.Thomason@hvs.org](mailto:Hattie.Thomason@hvs.org)

**3 & 4 Year Old Fee Based Preschool**

Robyn Madeira: [Robyn.Madeira@hvs.org](mailto:Robyn.Madeira@hvs.org)

Connie Vivier: [Connie.Vivier@hvs.org](mailto:Connie.Vivier@hvs.org)

## **EDUCATION & CURRICULUM**

### **EDUCATIONAL PHILOSOPHY**

The educational philosophy of the Apollo programs is based on a constructivist theory of growth and development. Children construct their own knowledge as they participate in a broad range of activities.

The role of the teaching team is to support each individual child's growth and development. This is accomplished by planning and implementing developmentally appropriate activities which meet individual and group needs through quality literacy experiences. Experiences also include math, science, creative expression, hands-on and large & small muscle activities. We have child-initiated and staff-initiated learning, quiet and active times, and indoor and outdoor play.

The role of the parent is to reinforce learning activities by taking an interest in and talking with one's child about the preschool day and activities. Family involvement may include reading books together, displaying artwork created by the child, singing songs, telling stories, and practicing finger plays learned in the classroom. The role of the child is to explore, create, practice, question, and grow.

### **CURRICULUM**

We are committed to providing your child with the highest quality early childhood education and care in an enriching environment. Our programs are designed to encourage each child to reach their full potential and develop a love for learning through numerous activities and experiences throughout the day.

We believe that children learn best through hands-on experiences with people, real materials, events and ideas. Children and teachers follow a consistent daily routine that encourages open ended activities and interactions independently and as a group. We offer children the opportunity for hands-on learning each and every day, and the teachers have the freedom to plan lesson plans based on the children's interest and choices.

For more information on HighScope, visit [www.highscope.org](http://www.highscope.org)

### **HOME & CLASSROOM TRANSITIONS**

A positive transition from home to our center is a collaborative effort between you and our teachers. As each child reacts differently to separating from their parents, it is important to meet the teachers in your child's classroom and let them know if your child has a difficult time separating and what our teachers can do to ease the situation for you and them.

Children will transition up to the next classroom, if applicable, at the start of the new Huron Valley Schools school year. The transition date this year is September 5, 2023.

## **PROFESSIONAL DEVELOPMENT**

Teachers and assistant teachers receive a minimum of 16 hours of professional development each year so that they are equipped with the skills and competencies to provide the highest quality education for your child.

## **CHILDREN WITH SPECIAL NEEDS**

In accordance with the American with Disabilities Act and other federal laws pertaining to the provisions of services with children with disabilities, our goal is to meet the individual needs of the child within the structure of the program, while maintaining a healthy and safe environment for all children and teachers.

## **FAMILY INVOLVEMENT & COMMUNICATION**

### **OPEN DOOR POLICY**

Parents are always welcome visitors. We encourage you to visit your child in their classroom, on the playground, even for lunch. Parents are always welcome when we have special events and activities. We encourage your active involvement and input into our center's programs, goals and improvements.

### **PARENT AND RECALL INFORMATION**

The center recall board along with other posted health and safety concerns will be located on the wall next to the showcase. Parent information boards specific to your child's classroom will also be posted outside your child's classroom.

### **DAILY SCHEDULES**

The daily schedule will vary depending on the age and classroom of each student and will be posted in the classroom. It will provide you with information on what your children will be doing both in and out of the classroom.

### **COMMUNICATION**

In an effort to keep our parents informed about what is happening in our classrooms, teachers will distribute newsletters and/or electronic communication. They will contain information about current child/parent topics, home activity ideas and information about our curriculum.

### **PARENT-TEACHER CONFERENCES AND DEVELOPMENTAL MILESTONES**

Conferences will be held in the fall and spring. These conferences are designed for parents, but please share any appropriate information with your child. Your child may be very curious about your visit with his/her teacher. Parents may also request additional parent/teacher meetings at any time throughout the year.

## **SCHOOL PICTURE DAY**

We participate in the Huron Valley Schools picture program each fall. Your classroom teacher will have details on specific dates and times.

## **CONFLICT OF INTEREST / BABYSITTING**

In an effort to maintain the professional status of Huron Valley Schools' early childhood programs and prevent any potential conflict of interest, babysitting by center staff for center children is strongly discouraged. However, if you choose to have one of our staff members babysit your child, services must be outside the center premises and with the understanding that such arrangement and payment for services are solely between you and the person who is caring for your child. The arrangements are not sanctioned and no liability is assumed by the center, or Huron Valley Schools.

## **SOCIAL MEDIA**

We ask that you do not request to be friends with our staff via their personal social media accounts. We feel that it is best practice to stay connected with families through District affiliated accounts (i.e. email, SeeSaw, etc.).

## **ENROLLMENT & TUITION GUIDELINES**

### **ENROLLING YOUR CHILD**

When you enroll your child, you are expected to complete our enrollment packet. The forms in this packet give us important information about your child so that we can provide the best possible care. It is vitally important for your child's health and safety that these forms are completed accurately.

### **ENROLLMENT & WITHDRAWAL GUIDELINES**

Enrollment is open to children six weeks of age to kindergarten. Pre-registration is required.

All children must have proof of up-to-date immunizations, or a valid waiver, and a signed health appraisal by a licensed physician before they may attend. Enrollment packets may be obtained from the early childhood office. After registering and paying the enrollment fee, the following forms must be completed and returned to our office prior to your child's first day of attendance.

#### Enrollment Checklist:

- **Child Information Record**

As part of your enrollment packet you will find a Child Information Card. The State of Michigan Office of Child and Adult Licensing requires that each child have information cards on file and that these cards are updated yearly. If your personal information or work information should change throughout the year please be sure to update your child's card so that we may have the most accurate contact information.

For the health and safety of your child it is imperative that the cards are accurately completed and submitted before your child begins school with us. You will be asked to provide telephone numbers where you can be reached immediately. Please notify us as soon as any of these numbers change.

You will also be asked to provide us with the name and telephone numbers of at least three other individuals that you authorize to pick up your child from the center. Please let these individuals know that we cannot release your child to them without valid government issued identification.

- **Health Appraisal** (Physician signature on back)

Before your child's first day of attendance we must have a completed, current health appraisal, including your child's immunization record. You will find the health appraisal form in your enrollment packet.

The state requires that health appraisals be completed annually for children birth through 2 ½ years of age and every two years for children 2 ½ through 5 years of age.

Validated proof of immunizations should be submitted as soon as your child receives new immunizations or booster shoots.

Immunization waivers:

Waivers exempting children from receiving immunizations can no longer be obtained from a school or child care.

Non-Medical waivers based on religious or philosophical beliefs must first be certified at the Oakland County Health Division.

Parents/guardians of children who are unable to receive vaccinations due to medical reasons should consult their healthcare provider for a medical waiver form.

Waivers expire at the end of the calendar year and must be renewed annually.

For more information, go to [www.oakgov.com/health](http://www.oakgov.com/health) or contact Nurse On Call (NOC) at 1-800-848-5533.

- Parent Agreement
- Medication Form (if Applicable)

## **WITHDRAWAL**

If it is necessary to withdraw a child from Apollo Child Care or Fee based Preschool a two week advance notice must be given in writing. Tuition will be due for the two week time frame and



any paid tuition will not be refunded. We reserve the right to dismiss a child due to parents' failure to adhere to school policies and procedures or when a child's inappropriate behaviors prevent staff from providing adequate care to the group.

### **CLASS SIZES & STAFF TO STUDENT RATIOS**

LARA Rules are:

- 1:4 for Infants and toddlers, birth until 30 months. The maximum group size is 12.
- 1:8 for Preschoolers 30 months until 3. The maximum group size is 16.
- 1:10 for Preschoolers 3-4 years. The maximum group size is 30.
- 1:12 for Preschoolers 4 years through School Age. The maximum group size is 36.

Apollo Child Care Practices are:

- 1:4 for Infants and toddlers, birth until 30 months. The maximum group size is 12.
- 1:8 for Preschoolers 30 months until 3 years. The maximum group size is 16.
- 1:10 for Preschoolers 3-4 years. The maximum group size is 20.
- 1:12 for Preschoolers 4 years through School Age. The maximum group size is 24.

Apollo Fee Based Preschool Practices are:

- 1:8 in both the 3 and 4 year old classes. The maximum group size is 16.

### **NEW SIBLING ARRIVALS**

While we try our best to accommodate enrollment into our program for new sibling arrivals in child care, we cannot guarantee that this is always possible. In the event that we cannot immediately enroll a sibling, he/she will be placed on our waitlist and you will be notified if/when enrollment is available.

### **VACATIONS**

In order to provide consistent caregivers and routines, vacation days from July 1, 2023 through June 30, 2024 will be calculated as follows:

- Students who are scheduled for one day each week will receive two vacation days.
- Students who are scheduled for two days each week will receive four vacation days.
- Students who are scheduled for three days each week will receive six vacation days.
- Students who are scheduled for four days each week will receive eight vacation days.
- Students who are scheduled for five days each week will receive ten vacation days.

Vacation day allotment will be based on the schedule that your family commits to.

*NOTE: The vacation days do not have to be consecutive. Parents will be obligated to pay for any additional time missed.*

## CUSTODY DOCUMENTATION

1. Until custody has been established by a court action, one parent may not limit the other from picking up his/her child from the center. It is not within our legal right to withhold a child from a parent unless there has been a court action which limits one parent's right to the child.
2. A complete copy of the Judge's court order that establishes custody must be kept on file at the center.
3. Once the court order has been established and the document is in your child's file, we will abide by the court order specifics relative to visitation and/or involvement in your child's education.
4. Separate registration, scheduling, and tuition accounts can be created by each individual parent.

## CHILD CARE TUITION, SCHEDULING & FEES

1. Child Care Fees for the 2023-2024 school year (effective July 1, 2023):
  - \$60 per day for 0-36 Months (Stacey, Desiree, & Jordan's rooms)
  - \$50 per day for 37-48 Months (Alivia's room)
  - \$50 per day for 49+ Months (Hattie's room)

\*0-36 months rooms schedule options will be:

  - Monday, Wednesday, and Friday
  - Tuesday and Thursday
  - Monday through Friday

\*37-49+ months rooms schedule options will be:

  - One (1) to five (5) days per week
  - Schedule must be the same weekly
  - Additional days can be requested as needed, and granted if available.
2. Payments should be submitted on-line no later than TUESDAY AT NOON for the following week.
3. Scheduling will close at 12:00 pm every Tuesday for the following week. In the event of an emergency or a missed scheduling deadline where you may need to add a day to your current schedule, contact Rebecca at [Rebecca.Brooks@hvs.org](mailto:Rebecca.Brooks@hvs.org) and she will determine if your request can be accommodated—A schedule assist fee of \$10.00 per day will be added for transactions after the Tuesday deadline.

4. Your child's space is reserved when you have submitted your schedule. If your child does not attend a scheduled day(s) that was submitted, there will be no credit, refund or swapping of those day(s) for another.
5. Credits will be given only if a child has an extended illness of five (5) or more consecutive days and has a doctor's note, or in the event of an emergency school closing (weather, power outage, or building problem).
6. Refunds will be granted only in the event that your student withdraws from our program and has given the required two week notice in advance. The refund, minus a 3% processing fee will only be for the weeks or months paid past the two week notice date.(*see withdrawal procedure above*).
7. Parents who receive assistance from the Department of Human Services will be responsible for getting all forms to us and to the caseworker. Parents are responsible for paying all registration and scheduling fees until we start receiving payments from DHS. Once we receive payment from DHS for hours reported, we will credit your account to use towards future scheduling. We do not have the authority nor the capability to bill for hours prior to receiving notification from the state.

#### **SUMMARY OF CHILD CARE FEES**

1. Enrollment/Registration Fee: \$50 per child, annually
2. Child Care Fees are
  - \$60 per day for 0-36 months classrooms
  - \$50 per day for 37-48 months classrooms
  - \$50 per day for 49+ months classrooms
3. Scheduling Assistance Fee: \$10.00 per child, per session
4. Late Pick up Fee: \$1 per minute, per child
5. Refund Fee: 3% (*see above for detailed information*)

#### **FEE BASED PRESCHOOL FEES**

- The first tuition payment and registration fee are paid at the time of registration.
- Payments are due on the 20th of the month from July 15th through May 15th.
- 6 school closure days are built into the cost of classes. There are no refunds when school is closed.
- If your child's class misses 7 or more days, some may be made up at the end of the school year.

**TAX INFORMATION:** Huron Valley Schools is a 501 C-3 corporation. Tax ID is **B38-6003064**.

### **LATE PICK-UP FEES**

Parents who are late picking up their child(ren) from child care will be charged \$1.00 per minute per child. It is imperative that parents set their watches and/or clocks to coincide with the clock in the child care room. After the third late pick-up, you may be asked to find alternate child care.

### **PERSONAL ITEMS**

#### **TOYS FROM HOME**

Please do not send any toys to the center as they may be lost or broken. We provide a wide variety of materials for children to discover and explore.

#### **ELECTRONIC EQUIPMENT**

Electronic equipment, including tablets and cell phones, may NOT be used by students.

#### **CLOTHING AND PLAYGROUND**

All children should be dressed in clothing that may be worn for activities such as art and active play. We ask that you keep a clearly labeled extra set of clothing, including socks and underwear, in your child's locker. Soiled clothing will be wrapped and placed in your child's locker. Due to universal precautions, staff do not wash soiled clothing. You will need to supply your child with diapers/pull ups and wipes (for child care). Fee based preschool students should be reliably toilet trained.

We believe outdoor play is an important part of your child's health and social growth. This outdoor time is scheduled daily and staffed appropriately. In case of inclement weather, children will remain indoors and will be provided with alternative gross motor opportunities. *Plan to dress children for the weather and the season.* Please bring in items like, water shoes, bathing suits, towel, swim diapers, snow pants, hats, gloves, & boots. Flip flops and open toed sandals are discouraged because they are very unsafe to climb and run in. In addition, wood chips may get into shoes and hurt children's feet. You may also consider sending in a sun hat clearly labeled with your child's name.

#### **LOCKERS**

Children will be provided with a locker in which to keep nap items, outdoor clothes and boots, extra clothes, etc. Lockers may be shared between children due to limited space.

#### **MAILBOXES**

Children will be provided with a mailbox located close to their classroom. Please check this mailbox daily. Items such as classroom calendars and newsletters, notes, book orders, and children's art work are some of the important items found in this area.

## **NUTRITION & MEALS**

### **NUTRITION AND FOOD SERVICE**

Due to potential food allergies, lunch and snacks are not included. We are also a peanut free facility. Parents should pack a peanut free lunch for their child. You will be provided with suggestions as to what to pack. Foods high in sugar or fat content are discouraged. Carbonated beverages and glass containers are prohibited.

Refrigeration is available in our infant and toddler rooms. We request preschool parents to send a thermal lunch box with an ice pack on a daily basis. All food and beverage containers should be labeled with your child's first and last name, and date on a daily basis. All bottles and sippy cups containing milk or juice need to come in prepared and ready for a single time use.

PLEASE make sure to label all cups, bowls, containers, lunch boxes, silverware, etc. with your child's name.

### **PEANUT FREE CLASSROOMS & OTHER ALLERGIES**

Peanut allergies can be so severe that exposure can go from skin rash and irritation to severe breathing impairments and/or vomiting in a matter of seconds.

Because of the extreme nature of allergic reactions to peanuts, Apollo Center does not allow peanuts and/or foods containing peanuts. If you send your child with an alternative such as sun butter or almond butter, PLEASE label the sandwich accordingly so we know it is safe.

There may be students in individual classrooms that have allergies other than peanuts. In the event that there is a room specific allergy, the teachers will notify the parents.

### **BIRTHDAYS**

Birthdays are special times in which our classrooms enjoy acknowledging. If your family does not observe specific celebrations please inform the center and arrangements may be made to accommodate family observances. Parents are welcome to provide a small treat for their child's birthday, however, due to the number of allergies, it must be peanut free and commercially made. Popsicles are a great idea.

If you wish to provide the class with something special for your child's birthday or a holiday, here are a few suggestions:

- Goodie bags with trinkets such as stickers, pencils, crayons etc.
- Party decorations
- Hats or noise makers
- A classroom art project
- A classroom gift such as a book dedicated to your child

## ACTIVITIES

### OUTDOOR AND GROSS MOTOR PLAY

All children go outside at least twice per day, depending on the length of the class. For the health and well-being of the children between the ages of 2-6 years of age, The American Academy of Pediatrics recommends that children have between 60-90 minutes of active outdoor play within an 8 hour day.

If your child cannot go outdoors due to documented medical reasons which stipulate restrictions, we will try to accommodate your request. If weather does not permit us to take the children outside, gross motor activities are provided in the gross motor area and in the gym.

### REST PERIOD

Every child will have a rest period available to them, depending on the length of their day. If your child is a non-napper they will still be required to have a “rest time” where they may get up to do quiet activities such as coloring, puzzles or reading books. Please provide your child with a blanket, crib size sheet and small pillow. PLEASE make sure to label all belongings and take items home to be laundered weekly. Each child will have a crib to sleep in, or cot to sleep on.

## BEHAVIOR MANAGEMENT

### DISCIPLINE

We strive to teach children acceptable behaviors through various means used by our staff. Some of these include:

- Re-direction
- Guidance
- Model appropriate behavior
- Establish eye contact when talking to child
- Encourage problem solving and conflict resolution
- Provide appropriate language when necessary
- Let child know what they **can** do
- Removal from activities if the child cannot participate appropriately

In the event that a child is displaying behaviors that are harmful to fellow students, themselves, or teachers, the following will take place:

1. Parents will be notified in writing (a phone call may be warranted in some instances).
2. If these behaviors continue, a conference will be scheduled with all interested parties to discuss a behavioral plan.
3. Continued inappropriate behavior could result in a 1-5 day suspension. Tuition will still be due.
4. Serious misconduct, including injuring other students or staff, before or after a behavioral plan, will result in the removal of the child from the program. *Tuition will not be refunded.*

## **SAFETY & SECURITY**

### **DROP OFF AND PICK UP**

When dropping off or picking up your child, please make sure you sign your child in and out on the daily attendance sheet. Your child may only be released to the contact people on his/her child information record. If you would like your child released to a person not on the emergency card, inform the staff, in writing, prior to pick up. All staff reserves the right to ask for a picture ID when a child is picked up.

If your child's classroom is outside or in the gym at the time of drop-off, please take your child to the appropriate place to meet their caregivers and classmates.

*We encourage parents to turn off their cell phone at the time of drop-off and departure. Teachers and caregivers may need to speak to you uninterrupted, and your child will have lots to share with you about their day! Your child deserves your full attention.*

### **SMOKING & VAPING**

Smoking & vaping are prohibited on all center property, including our parking lot and playgrounds.

### **WEATHER AND EMERGENCY PROCEDURES**

Apollo Center conducts weather and emergency drills and procedures on a regular basis. Procedures to be followed are reviewed by the teachers and children often and are posted in each room. A telephone for emergency use is available in each classroom. Emergency numbers are posted nearby.

### **FIRE, TORNADO, LOCK-DOWN, AND EVACUATION**

All teachers and staff members employed at Apollo Center are trained and prepared to manage emergency situations. In the event of a true fire, tornado, disaster, etc. The staff will be notified immediately and the proper procedures will take place. When the conditions warrant, children will be moved to a designated safety area within the building or outside on school grounds.

Fire, tornado, and lockdown drills are practiced throughout the year so that children and staff will know what to do in the event of a true emergency. During a fire/emergency drill, parents may not sign children in or out of Apollo Center. They must wait until the drill is complete and the children and teachers have reentered the building. In the event that parents are present, they can wait with their child's class in the designated safe areas inside and outside of the building until the drill is complete.

In the event that Apollo Center must go into a true lockdown, parents will be notified via email or phone as soon as possible. During an actual lockdown, as well as during a practice drill, all exterior doors and windows to the building will be locked. Children will be moved to a safe place within the inside of the building until the situation is resolved. In this case, and for the

protection of everyone, no one is allowed to come in or go out of the school until cleared by emergency personnel.

In the event of a real evacuation, the Director will inform the teachers that the school must be evacuated. Parents will be notified as soon as possible via email or phone. If it becomes necessary to remove the children from school property, children will be taken to the emergency evacuation site. In the event of an emergency evacuation, you may be contacted and asked to pick up your child.

## **HEALTH & MEDICAL GUIDELINES**

### **HEALTH & MEDICAL**

Maintaining a healthy environment is the shared responsibility of the center as well as the parents.

#### Determining the General Health of the Child

Through routine observation and interaction, if/when a child complains that he/she is not feeling well or a child appears to be acting/looking out of character, we will:

- Ask the child (if possible) how he/she is feeling- or what is bothering them
- Feel the child's skin and check the whole body for abnormalities (i.e. rashes, bumps, bruises, body temperature, water eyes, etc...)
- Take the child's temperature with thermometer
- Consult with the supervisor or designated person regarding child's condition
- Call the child's parent to check on a possible change of routine, diet, medication, etc...

Most children, staff and volunteers with mild illnesses can safely attend school. However, they may be too sick to attend if: they do not feel well enough to participate comfortably in the program's activities or the staff cannot adequately care for a sick child without compromising the care of the other children. A child, staff or volunteer exhibiting or experiencing any of the following symptoms should not attend.

- Sluggishness or unusual drowsiness without explanation
- Difficulty with breathing
- Diarrhea
- Vomiting
- Mouth sores
- Any draining sore
- Undiagnosed rash
- Crusty, goopy, red eyes
- Fever of 100.4 degrees or more
- Fever within the last 24 hours
- Persistent cough/ inflamed throat



A child, staff or volunteer may also be excluded if he/she exhibits any other conditions which may be considered contagious to others and will need a doctor's note to return. A child, staff or volunteer must be excluded until he/she is fever free for 24 hours without the use of medication. If your child has an undiagnosed rash we need a doctor's note to return to class. If a child becomes ill or shows the above symptoms the parent/guardian will be called, the sick child will need to be picked up within the hour. After the notifying parent/guardian and a sick child has not been picked up in a timely manner, other persons listed on the emergency card will be notified.

We appreciate a phone call and information about your child's illness should your child not feel well enough to attend school. We ask that you contact us with a doctor's prognosis; if appropriate we will provide the classroom with a health fact sheet from the Oakland County Health Department of any communicable diseases. We ask that you follow these guidelines in order to help keep everyone healthy.

For more information on health related issues, please visit [www.oak.gov/health](http://www.oak.gov/health).

### **ACCIDENTS, INCIDENTS & INJURIES**

If, in the event an injury or accident occurs, our teachers will perform basic first aid to treat an injury. Parents will be notified to inform them of the situation and an accident report will be completed detailing the circumstances surrounding the injury.

Children are often involved in incidents which do not require first aid. These are typically related to behavioral changes and may include sudden mood swings, difficulty getting along with other children or a teacher, trouble sleeping or eating at school, or choosing to not follow classroom or center guidelines. We believe that communication between school and home is pertinent in order to correct these incidents. If your child is involved in an incident that you need to be made aware of, your child's teacher will let you know.

### **EMERGENCY MEDICAL PROCEDURES**

If an illness or injury requires more than basic first aid, you will be contacted and asked to pick up your child to transport home or to a medical care facility for treatment. In the event of a severe medical emergency, we may act under the authority of the signed Authorization for Medical treatment of a minor form in your enrollment packet and take the emergency measures deemed necessary for the medical care and protection of your child, including contacting EMS. In the event that we cannot contact you, we will make continuous efforts to contact you or someone listed by you as an emergency contact. If your child is transported by EMS, an administrator or teacher will accompany your child and remain with them until a parent/guardian arrives.

All staff are certified in First-Aid and CPR.

### **SPECIFIC MEDICAL CONDITIONS AND ALLERGIES**

Please notify us immediately if your child has any specific medical, developmental, physical or emotional conditions, as well as allergies. If a child requires medication for a life threatening allergic reaction (for example, bee stings) your child's medication may be kept at the center and

administered when necessary. Parents are responsible for providing the center with the proper medication along with written instructions on how to handle the reaction. A medication permission slip must be filled out and signed by a parent upon leaving medication at Apollo Center.

## **MEDICATIONS**

- Medication, prescription or non-prescription, shall be given to a child by an adult caregiver only.
- Medication, prescription or non-prescription, shall be given or applied only with prior written permission from a parent.
- All medication shall be its original container, stored according to instructions, and clearly labeled for a named child.
- Prescription medication shall have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given according to those instructions.
- All medication shall be kept out of the reach of children and shall be returned to the child's parent or destroyed when the parent determines it is no longer needed or it has expired.
- A caregiver shall give or apply any prescription or non-prescription medication according to the directions on the original container unless authorized by a written order of the child's physician.
- Topical non-prescription medication, including, but not limited to sunscreen and insect repellent, requires written parental authorization annually.
- The center shall maintain a record as to the time and the amount of medication given or applied, on a form provided by the department or a comparable substitute approved by the department. The signature of the caregiver administering the medication shall be included.

In addition:

Children are not allowed to transport medication at any time. At no time should medication be packed in a lunch box, back pack, food container or any other transportation device.

A new form needs to be filled out every time there is a break in the administration of the medication.

- For non-prescription/over the counter medication:
  - Children under two years of age must have a doctor's note stating the exact dosage and frequency of the non-prescription medication provided.
  - Children over two years of age can be administered non-prescription medication without a note from the doctor as long as the medication is in the original container. Medication will be administered based on what the instructions to the medication state unless a parent requests a lesser dose.

- o Medication parental permission forms are filled out completely for non-prescription medication. Included on this form are the exact time(s) the medication is to be given and the parent/guardian's signature.
- o A medicine spoon must be provided for any oral medication.

## **HEARING & VISION SCREENING**

4 year old students participate in the Oakland County Health Department hearing and vision screening program. Your child's teacher will inform you in advance of screening dates, which take place during the regular child care day at Apollo Center. Please contact your teacher if you need information regarding other special services.

## **HEALTH CARE POLICY**

The program's health care policy includes the following health practices and procedures:

- Children and staff wash their hands after using the restroom, before eating or preparing food, after outdoor play and as needed to prevent the spread of germs and disease. Our handwashing procedure is as follows:
  - o Wet hands
  - o Use soap
  - o Wash hands
  - o Rinse hands
  - o Dry hands
  - o Turn off water with a paper towel

Safe handling of body fluids will include the use of vinyl gloves and standard Universal Precautions as follows:

- Wear disposable gloves.
- Wash the area with soap and water, and dry the area.
- Disinfect the surface with a solution of one part bleach to ten parts water. Allow the area to remain wet for at least 3 minutes, before drying.
- Use disposable cleaning materials if possible, such as paper towels instead of cloth.
- Dispose of cleaning materials and gloves in a sealed plastic bag.
- Wash hands with soap and running water (disinfectant waterless hand cleaners or towelettes may be used if soap and running water are not available).

Cleaning and sanitizing of all equipment, toys and other surfaces will be completed on a daily and/or weekly basis or as necessary to ensure a healthy environment. Our sanitizing process is as follows:

- Thoroughly washed in detergent and water
- Rinsed in clear water

- Sanitized in bleach water
- Air dried

## **INTEGRATED PEST MANAGEMENT**

Huron Valley Schools has adopted an Integrated Pest management (IPM) program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort.

This program **does not** rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc. to prevent pests from becoming a problem.

You will receive advanced notice of the application of a pesticide, other than a bait or gel formulation at your child's school. This advance notice of the application will be given 48 hours before the application. The law requires us to do this notification by using two methods. The first method required by the law is the posting at primary entrances to your child's school. The entrances that will be posted are those entrances that have a sidewalk that leads directly to a parking lot. The second method we are going to use is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked at least 3 days before the application.

In an emergency (for example, bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application.

If you would like to be notified by phone, mail or email, please contact the Operations Department at the following number 248-684-8188. Please give the Operations secretary your name, mailing address or email address and what school your child attends.

In addition, you will be given a written copy of our annual notification from your child's teacher in September.

You may review our IPM program or pesticide application records for your child's school by calling the Maintenance and Operations Department 248-684-8188.

## **LICENSING & LEGAL REGULATIONS**

### **CONFIDENTIALITY**

All information given on forms and in discussions will be treated as confidential. Information in children's files, including, health, family needs, behavior, etc. will only be made available to staff and to the child's parents. At no time, will a child be discussed with a parent other than their own. If you have any questions regarding our policies or program, your child's development or any other issues, please feel free to contact our staff.

## **STAFF SCREENING**

All employees of Huron Valley Schools comply with fingerprinting procedures as set forth by the District and LARA. Any individual registered on the Public Sex Offender Registry (PSOR) is prohibited from having contact with any child in our care.

## **STAFF, PARENT AND VOLUNTEER GUIDELINES**

Staff shall not be present in our program and volunteers shall not have contact with children while in care at our program if either of the following conditions applies:

- They have been convicted of child abuse or neglect.
- They have been convicted of a felony involving harm or threatened harm.

Before staff or volunteers may have contact with children in our program, the staff or volunteer shall be fingerprinted and cleared by the office of LARA.

If the volunteer in our program is a parent of one of our students, then the fingerprint documentation will be waived and he/she may not be left alone with the students at any time.

## **MANDATED REPORTING**

All teachers, child care providers, and volunteers are required by law to report any suspected child abuse or neglect to the Department of Human Services. In compliance with the law, our procedure regarding suspected child abuse is as follows:

- The Department of Human Services will be contacted immediately.
- We are required to file a written report within 72 hours after making the telephone report.

## **PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

Our centers go through a licensing inspection every two years by the Michigan Department of Human services. After each inspection a report is made and submitted to the state. A copy of that report (including all related corrective action plans) is kept in the office and is available for parents to view for five years. Upon enrollment, each parent will sign an acknowledgement recognizing that they have the opportunity to view these reports at their convenience. Licensing inspections and special investigation reports from at least the past three years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

## **HIGHSCOPE DAILY ROUTINE**

Our programs are carefully planned to meet the needs of the children. Each child care classroom will include physical, cognitive (including math and science), language, literacy, communication, interpersonal skills and relationships, creative arts, dramatic play and construction according to the interest of the child(ren). These components of our daily routine provide a consistent, balanced experience for your child. *Please note that this will vary slightly depending on the length of each class.*

Greeting Time (15-20 minutes) - Greeting time provides a smooth transition from home to school. Teachers greet children, connect with parents, and read books in a cozy setting. The message board gives children and teachers a chance to share important information for the day.

Large Group Time (10-15 minutes) - Children and teachers gather together to play games, tell and reenact stories, sing songs, do finger plays, dance, play musical instruments or re-enact special events. This time is an opportunity for each child to participate in a large group, sharing ideas and learning from the ideas of others.

Planning Time (10 minutes) - In their small-groups, children indicate what they choose to do during work time (typically what they will do first). Their teacher will try to understand children's plans and often try to help children extend their plans.

Work Time (1 hour) - Children carry out their initial and subsequent plans. Children can work with any of the materials in any of the interest areas. Teachers observe children and look for opportunities to enter into children's activities to encourage their thinking, extend their play, and help them wrestle with problem solving situations.

Cleanup (10 minutes) - Children and teachers together return materials and equipment to their storage spaces and, when appropriate, put away or find display space for their personal creations.

Recall Time (10 minutes) - Recall brings closure to the planning-work time-recall sequence. In their small-group, children reflect on, talk about, and/or show what they have done at work time.

Snack (20 minutes) - Children and teachers share nutritious food and interesting conversation together in a relaxed, family-style manner.

Small Group Time (15-20 minutes) - Each teacher meets with their consistent small group of children to work with materials planned and introduced by the teacher. Although the teacher chooses and introduces the materials, each child has control over what he/she will do with them.

Outside Time (45 minutes) - Children engage in vigorous, noisy outdoor play. Teachers participate in, and support, children's play outdoors.